

Administration

General Administration
PoliciesCommunications and
Records Management**LABORATORY POLICY
GOVERNING TAPE
RECORDINGS:**

- .01 The Laboratory's policy on tape recordings (electronic recording of voices) applies to all Laboratory employees, consultants, visiting staff members, guest scientists, subcontractors, vendors, as well as visitors or any other persons on Laboratory premises.
- .02 Laboratory policy on recordings is set forth in [AM 710](#).

**LABORATORY
CORRESPONDENCE:****Outgoing Mail Policy**

- .03 Established Laboratory policy governs the procedures for the release of outgoing official Laboratory mail.
- .04 The authority to release outgoing official Laboratory mail is delegated to Deputy Associate Directors and to Division Leaders.
- .05 This authority may be redelegated, in writing, by Division Leaders to their Group Leaders, who cannot delegate it further. A copy of the delegation must be sent to the Communications and Records Management Office (CRMO).
- .06 Originators of outgoing official Laboratory mail are responsible for setting up appropriate approval routing and for obtaining approvals. Originators should also ensure that (1) outgoing documents are accurate; (2) any relevant correspondence is suitably identified and referenced in outgoing documents; (3) style and format are consistent and comply with requirements and guidance provided in the Office Procedures Manual; and (4) all documents are neat in appearance, clear in statement, grammatically correct, and conform to good editorial style.

Communications and Records Management

Implementation

- .07 Specific requirements for implementing this policy may be discussed with CRMO.